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June 6, 2003

To: Select County Superintendents of Schools, County Auditors, and County Treasurers

From: Janet Sterling, Director
School Fiscal Services Division

Subject: Notice of the Second Apportionment for the Instructional Time and Staff Development Reform Program, (Chapter 379, Statutes of 2002),
Fiscal Year 2002-03

This apportionment, in the amount of \$2,331,661, has been made from funds provided by Item 6110-112-0001 of the 2002 Budget Act (Chapter 379, Statutes of 2002). These funds support the Instructional Time and Staff Development Reform program pursuant to *Education Code* sections 44579 through 44579.4.

The intent of this program is to enhance staff development opportunities for local educational agencies (LEAs) by funding staff development activities provided outside of the regular school day or year. Training is in academic content and instructional methods in the core curricular areas that are provided by the LEA. Funding is calculated at \$299.29 per certificated employee attending staff development training on a noninstructional day for up to three days per certificated employee. LEAs also receive \$155.18 per classified classroom instructional aide and certificated teaching assistant for one day per employee.

Districts receiving funds from this apportionment have submitted revised final claims for fiscal year 2001-02, now making these LEAs eligible for fiscal year 2002-03 advance funding. This apportionment is equal to 75 percent of the revised fiscal year 2001-02 final claim. The next apportionment, scheduled in July 2003, will allocate the balance due to these LEAs based on the Final Statement of Activities for fiscal year 2002-03 reported on the fiscal year 2003-04 Consolidated Application Part I (Page 14).

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Warrants will be mailed to each county treasurer approximately four weeks after the date of this Notice. For standardized account code structure (SACS) coding, use Resource Code 0000, Staff Development Day Buyout Program, and Revenue Object Code 8590, All Other State Revenue. For non-SACS coding, use Income Account Code 8590, All Other State Revenue. County superintendents of schools are requested to inform LEAs, including direct-funded charter schools, immediately of this apportionment.

If you have fiscal questions regarding this apportionment, please contact Ross Valentine at (916) 327-4405 or by e-mail at rvalenti@cde.ca.gov, or Nancy Cook at (916) 324-4549 or by e-mail at ncook@cde.ca.gov. For program issues, please contact Rebecca Parker at (916) 323-5595 or by e-mail at rparker@cde.ca.gov.

JS:rv
Enclosures